



Using Technology to Stay Connected while Social Distancing!

For employees who are still working on site throughout the City, please use these easily accessible collaboration tools while practicing social distancing at the office. These tools also help to bridge the gap between team members working remotely as well.

- 1. Log into Skype for a quick chat:** If you are using your City-issued computer, the Skype for Business Windows client should already be installed, even if you've never used it. From your desktop start menu, search for the installed Skype for Business program. When the Skype for Business window appears, sign in with your City email and password. Once Skype is open, you can right-click on the Skype icon on your toolbar to pin it for easy access. Then search for your co-worker in the Find Someone box, double click on their name and start the chat.
- 2. Share your screen with Skype:** Instead of walking over to see something on your coworker's computer, share your screen via Skype. You can click on the computer icon at the bottom of any active Skype for Business chat message to share your screen with your chat partner.
- 3. Hold your meetings online with Webex:** Even if you have a short check-in with someone else in the office, it's best to make it a virtual meeting using Cisco Webex. Refer back to prior Support email messages on how to setup and use your Webex Personal Room and [watch this brief video for instructions on how to schedule a meeting.](#)
- 4. Collaborate on a OneDrive document:** OneDrive allows you to share work collaboratively on Word, Excel, or PowerPoint documents. You can also use [Microsoft Forms](#), which works just like Google Forms to collect quick survey information. Every City employee with an @longbeach.gov email has access to OneDrive. [Learn more here.](#) You can also [request more OneDrive training from TID by filling out this form](#)

